

### INCIDENT REPORT FORM

Child Care Home  Child Care Center County Name \_\_\_\_\_  
Date/Time of Incident \_\_\_\_\_ Child's Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_  
Witness to Incident \_\_\_\_\_ Parents Notified By \_\_\_\_\_ Time Notified \_\_\_\_\_

**Environmental Factor(s) Involved**

**Indoors:**  Block  Furniture **Outdoors:**  Bench  Climber  Fence/Wall  
 Cubby  Door  Floor  Composite Play Structure  Deck  Swing  
 Medication  Toy  Other Child  Other Child  Sandbox  Sidewalk  Slide  
 Shelving  Sink  Steps  Surfacing  Toy  Vehicle  N/A  
 Vehicle  N/A  Other Playground Equipment \_\_\_\_\_  
Other \_\_\_\_\_  Other \_\_\_\_\_

**Cause of Injury:**

Fall from Height  Hit By or Bumped Into Object  Human Bite  Sharp/Piercing Object  
 Burn  Splinter/Foreign Object  Pinched/Caught In  Other: \_\_\_\_\_

**Type of Injury:**

Dental Injury  Cut/Scrape  Puncture  Bite  Bump/Bruise  Splinter  
 Fracture/Dislocation  Sprain/Strain  Burn  Crush  Other: \_\_\_\_\_

**Body Part Injured:**

Head  Eye  Face  Mouth  Neck  Arm  Hand/Wrist/Finger  
 Abdomen/Trunk/Chest  Leg  Knee  Foot/Ankle  Other \_\_\_\_\_

**Where Child Received Treatment:**

Clinic  Dentist  Doctor's Office  Hospital/ER  Onsite By Health Professional  
 Urgent Care  Other \_\_\_\_\_

**Description of How and Where Incident Occurred & First Aid Received:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Steps Taken to Prevent Reoccurrence** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Staff Member \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Anytime a Child Receives Medical Treatment as a Result of an Incident Occurring at a Child Care Center or Child Care Home this Report Must be Submitted Within 7 Calendar Days to your Child Care Consultant {Rule 10 NCAC 3U .0802(d);10 NCAC 3U .1717(a)(3)(T)}**

*Original to Child's File  
Copy to Parent/Guardian*

*Copy to Child Care Consultant  
Enter into Incident Log*

Date of Most Recent Playground Inspection \_\_\_\_\_

Child Care Consultant's Name \_\_\_\_\_